

**Nevada Housing Division
1535 Old Hot Springs Road
Carson City NV 89706
Job Announcement**

Job Title: Davis-Bacon Compliance Officer
Programs: Various ARRA Funded Programs
Reports to: Chief of Federal Programs
Location: Nevada Housing Division, Las Vegas, NV
Salary: Competitive
Release Date: September 2, 2009
Closing Date: September 18, 2009
Hiring Date: On or About October 15, 2009

Purpose:

The State of Nevada Housing Division, is soliciting proposals from qualified individuals in the capacity of Davis-Bacon Compliance Officer to work as contract staff on various programs administered by the State of Nevada's Housing Division that are funded through the American Recovery and Reinvestment Act.

The Position:

The Nevada Housing Division is seeking a full-time Davis-Bacon Compliance Officer for its programs funded through the American Recovery and Reinvestment Act that require Davis-Bacon reporting requirements. The primary purpose of this position is to administer and coordinate the Davis-Bacon compliance program with non-profit organizations and contractors to enforce ARRA requirements related to Davis-Bacon compliance and resolve issues without always having the benefit of clearly defined rules, policies, and laws. This position is responsible for monitoring contractor's payroll compliance using Davis-Bacon prevailing wage standards, conduct on-site interviews with contractors, vendors and employees to confirm contractual compliance, compile data and prepare timely reports required by the Department of Labor or any other reporting agency under the ARRA funding. This position will be based in the Las Vegas Office of the Nevada Housing Division and will be involved in providing support to the Low Income Weatherization Program, the Tax Credit Assistance Program and may assist with the Housing Prevention and Rapid Re-housing.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Education and/or Experience:

Bachelor's degree in Business Administration from an accredited college or university AND three years of experience directly supervising and/or performing labor compliance monitoring and reporting.

Skills Required:

- Must have thorough, hands-on knowledge of the Davis-Bacon Act and its requirements.
- Must have the ability to monitor, track, maintain and verify Davis-Bacon requirements.
- Must be able to handle sensitive and confidential information appropriately.
- Strong attention to details, able to organize numerous projects.
- Proficient in Microsoft Office.
- Incumbents should possess a degree of knowledge and proficiency sufficient to perform work independently with little or no additional training.

Special Requirements:

- A valid driver's license is required.
- Contract staff will be required to travel and will have to furnish their own transportation.
- Proof of automobile insurance.
- Applicants must agree to submit to a background check.
- Liability Insurance if required.

Working Conditions:

The majority of the work will be in the field and on the jobsite where the work is being performed. Travel to all 17 counties within the state will be required. The duty station will be in Las Vegas at the Nevada Housing Division's office. This position requires occasional out-of-state travel for conferences, training and meetings.

Contract Period:

The initial contract period will be from approximately October 15, 2009 and ending on June 30, 2010 and can be renewed at additional 1 year intervals at the Housing Division's discretion.

Benefits:

This position is contract staff and is not offered with benefits.

Per Diem:

Per Diem rates (for lodging, meals and incidentals) are based on the U.S. General Services Administration (GSA) per diem. Contract Staff must be at least 50 miles from their duty stations to receive reimbursement for lunch. They must be at least 100 miles from their duty station to receive reimbursement for lodging, meals and incidentals.

Mileage Reimbursement

Contract staff will only be paid when more than 50 miles from their duty station. Mileage will be reimbursed at the current state reimbursement rate.

Confidentiality:

Respects the confidentiality of information regarding the Nevada Housing Division, its clients, staff, personnel issues, and other program operations.

To Qualify

- Submit a copy of your resume.
- Submit hourly wage requirements.
- Please provide contact information on your current employer and 3 references.

Submittal Instructions:

- Submittal Date: **5:00 PM September 18, 2009** (Electronic submissions not acceptable).

Interested Parties may submit their resume and other documentation to:

Hilary Lopez, Ph.D.
Nevada Housing Division,
1535 Old Hot Springs Rd. Suite 50,
Carson City, NV 89706

Interviews

Only the most qualified applicants will be contacted by the hiring agency for an interview.